

Class Code 3012/Nonexempt  
Position Title Associate Technician  
Working Area Probation/Accounting Clerk  
Effective Date May 18, 2001



## **JOB DESCRIPTION**

### **Scope**

Entry level accounting work with account reconciliation and data entry responsibilities.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Data entry of monies received into database. Prepare roster/deposits and balance account lines. Manage and process the flow of money from various sources. Respond to inquiries about monies received and input. Prepare financial reports. Prepare correspondence and document file for monetary corrections, errors and overpayments of monies received.

### **Minimum Qualifications**

#### **Knowledge and Skills**

Apply accounting principles and standard office practices and procedures. Maintain accurate accounting records and produce accurate financial reports and statements. Follow oral and written instructions. Organize work and complete assignments with minimal supervision. Operate a personal computer and associated software. Type 35 correct words per minute.

#### **Education**

High School diploma and one year experience. *A comparable amount of education, training, or experience may be substituted.*

### **Working Conditions**

The work environment for this position is a general office setting. The incumbent performs most duties sitting at a desk, table or workstation. Incumbents in this position are exposed to radiant and electrical energy found in an office environment.